



Office of Budget and Finance

Hillsview Plaza, 3800 East Highway 34

c/o 500 East Capitol Avenue

Pierre, South Dakota 57501-5070

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July 10, 2019

Board of Finance
Secretary of State of South Dakota
500 East Capitol Ave Ste 204
Pierre, SD 57501

Please accept this letter as the Department's request for approval of excess lodging for the Family Support Council of our Division of Developmental Disabilities. The board is comprised of largely non-state employees and generally meets on Friday nights. In the past, they have still been able to attain lodging at state rates and direct bill them. This quarter, however, that was not the case.

The division knew to get quotes from other hotels but neglected to contact Finance to utilize those quotes to gain approval from the auditor's office in advance of the stay. Those quotes came in at \$129, \$94, and \$79.99. When I received the billing, it was the first I was aware of the issue. I requested a rate adjustment from the hotel, but they reminded me that the Division had agreed to \$79.99 and that it was a Friday night. There were 8 rooms in total used.

Please consider this request for me to pay the direct billing for those 8 rooms at the Aberdeen Ramkota for \$79.99+\$2 occupancy tax per room. If you have any questions, please contact me.

Sincerely,

Orren Thornes
Accountant
Budget and Finance
Orren.thornes@state.sd.us
605-773-5995

Non-Discrimination

The Department of Human Services does not exclude, deny benefits to, or otherwise discriminate against any person on the basis of actual or perceived race, color, religion, national origin, sex, age, gender identity, sexual orientation or disability in admission or access to, or treatment or employment in its programs, activities, or services. For more information about this policy or to file a Discrimination Complaint you may contact: Discrimination Coordinator, Legal Services, 3800 E. Hwy 34, c/o 500 E Capitol Ave., Pierre SD 57501. Phone: 605.773.5990. Email: dhsinfo@state.sd.us.

Ramkota Hotel
1400 8th Ave NW
Aberdeen, SD 57401

Fax: (605)229-0480
Email: aberdeen@ramkota-hotel.com

Phone: (605)229-4040

Web: www.aberdeen.ramkota.com



Statement of Account

Statement Includes : All Dates; Aging Period: All

Contact:

SD DEPT OF HUMAN SERVICES
3800 EAST HWY 34
500 EAST CAPITAL
Pierre, SD 57501
United States

Account Name : SD DEPT OF HUMAN SERVICES

Account # : 317

Statement Date : 6/29/2019

Account Balance : \$686.72

Billing Code :

Phone:

Email:

Date	Invoice	Folio	Reference	Invoice Amount	Invoice Balance
0-30 Days:					
6/29/2019	255884	255437	From Account #255437 DARCI BIBLE	\$81.99	\$81.99
6/29/2019	255885	255439	From Account #255439 JENNIFER CARDA	\$81.99	\$81.99
6/29/2019	255886	255438	From Account #255438 SARAH CARLSON	\$81.99	\$81.99
6/29/2019	255887	255440	From Account #255440 AMBER FINNESAND	\$81.99	\$81.99
6/29/2019	255892	255441	From Account #255441 KRISTI HALE	\$112.79	\$81.99
6/29/2019	255894	255444	From Account #255444 Darryl Millner	\$81.99	\$81.99
6/29/2019	255895	255445	From Account #255445 PATRICIA NORIN	\$81.99	\$112.79
6/29/2019	255897	255447	From Account #255447 JAZE SOLLARS	\$81.99	\$81.99
0-30 Days	31-60 Days	61-90 Days	Over 90 Days Past Due	Account Balance	
\$686.72	\$0.00	\$0.00	\$0.00	\$686.72	

Family Support

meal charge
Patricia's
responsibility

ONLY INVOICE AVAILABLE

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Invoice

Guest Name: NORIN, PATRICIA

Invoice #: 255895

Contact:

SD DEPT OF HUMAN SERVICES
3800 EAST HWY 34
500 EAST CAPITAL
Pierre, SD 57501
United States

Account Name: SD DEPT OF HUMAN SERVICES

Account #: 317

Confirmation #: 196201

Invoice Printed: Wednesday, July 3, 2019 8:48:32 AM

Folio #: 255445

Phone :

E-mail :

Department	Date	Reference	Voucher	Folio	Charge	Credit
Room Postings	6/28/2019	Auto Posted		255445	\$79.99	
Occupancy Fee	6/28/2019	Auto Posted		255445	\$2.00	
Sub Total						
Direct bill transfer	6/29/2019	From Account #255445 PATRICIA NORIN		255895	\$81.99	
Restaurant Chrg	7/3/2019	40046		255895	\$30.80	Patricia's
Payments						
Current Balance:					\$112.79	

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Invoice

Guest Name: HALE, KRISTI

Invoice #: 255892

Contact:

SD DEPT OF HUMAN SERVICES
3800 EAST HWY 34
500 EAST CAPITAL
Pierre, SD 57501
United States

Account Name: SD DEPT OF HUMAN SERVICES

Account #: 317

Confirmation #: 196197

Invoice Printed: Wednesday, July 3, 2019 8:47:25 AM

Folio #: 255441

Phone :

E-mail :

Department	Date	Reference	Voucher	Folio	Charge	Credit
Restaurant Chrg	6/28/2019	Restaurant Charge	4046 4046	255441	\$25.80	
Restaurant Chrg	6/28/2019	Restaurant Charge	4046 4046	255441	\$5.00	
Room Postings	6/28/2019	Auto Posted		255441	\$79.99	
Occupancy Fee	6/28/2019	Auto Posted		255441	\$2.00	
Sub Total						
Direct bill transfer	6/29/2019	From Account #255441 KRISTI HALE		255892	\$112.79	
Restaurant Chrg	7/3/2019	Transfer		255892		\$30.80
Payments						

Current Balance:

\$81.99

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Guest Charges

Folio #:	255437	Guest :	BIBLE, DARCI	Conf #:	196193
Room #:	157			CRS #:	BW 417021262-01
Payment Method :	Direct Bill	Company :		Arrival:	6/28/2019
Rate :			204 N BUCHANAN	Departure:	6/29/2019
	6/28/2019	\$79.99	Pierre, SD 57501		

Date	Department	Reference	Voucher	Room	Charge	Credit	Balance
6/28/2019	Room Postings	Auto Posted		157	\$79.99		\$79.99
6/28/2019	Occupancy Fee	Auto Posted		157	\$2.00		\$81.99
6/29/2019	Direct Bill	Trans - To Account #317 SD DEPT OF HUMAN SERVICES		157		\$81.99	\$0.00
Balance							\$0.00

I agree that my liability for all charges is not waived.

Thank you for staying with the Best Western Ramkota Hotel and Convention Center.

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Guest Charges

Folio #:	255439	Guest : CARD, JENNIFER	Conf #:	196195
Room #:	161		CRS #:	BW 247021563-01
Payment Method :	Direct Bill	Company :		
Rate :			Arrival:	6/28/2019
	6/28/2019	\$79.99	Departure:	6/29/2019
		Pierre, SD 57501		

Date	Department	Reference	Voucher	Room	Charge	Credit	Balance
6/28/2019	Room Postings	Auto Posted		161	\$79.99		\$79.99
6/28/2019	Occupancy Fee	Auto Posted		161	\$2.00		\$81.99
6/29/2019	Direct Bill	Trans - To Account #317 SD DEPT OF HUMAN SERVICES		161		\$81.99	\$0.00
Balance							\$0.00

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Guest Charges

Folio #:	255438	Guest :	CARLSON, SARAH	Conf #:	196194
Room #:	156			CRS #:	BW 491021260-01
Payment Method :	Direct Bill	Company :		Arrival:	6/28/2019
Rate :			202 CARROLL ST.	Departure:	6/29/2019
	6/28/2019	\$79.99	Canton, SD 57013		

Date	Department	Reference	Voucher	Room	Charge	Credit	Balance
6/28/2019	Room Postings	Auto Posted		156	\$79.99		\$79.99
6/28/2019	Occupancy Fee	Auto Posted		156	\$2.00		\$81.99
6/29/2019	Direct Bill	Trans - To Account #317 SD DEPT OF HUMAN SERVICES		156		\$81.99	\$0.00
Balance							\$0.00

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Guest Charges

Folio #:	255440	Guest : FINNESAND, AMBER	Conf #:	196196
Room #:	155		CRS #:	BW 517021362-01
Payment Method :	Direct Bill	Company :	Arrival:	6/28/2019
Rate :	6/28/2019	\$79.99	Departure:	6/29/2019
		Pierre, SD 57501		

Date	Department	Reference	Voucher	Room	Charge	Credit	Balance
6/28/2019	Room Postings	Auto Posted		155	\$79.99		\$79.99
6/28/2019	Occupancy Fee	Auto Posted		155	\$2.00		\$81.99
6/29/2019	Direct Bill	Trans - To Account #317 SD DEPT OF HUMAN SERVICES		155		\$81.99	\$0.00
Balance							\$0.00

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Guest Charges

Best Western Rewards # : 6006637615696796

Folio #:	255444	Guest :	Millner, Darryl	Conf #:	196200
Room #:	149	BWR Tier :	BASE	CRS #:	BW 737021461-01
Payment Method :	Direct Bill	Company :		Arrival:	6/28/2019
Rate :			108 River Run	Departure:	6/29/2019
	6/28/2019	\$79.99	Pierre, SD 57501		

Date	Department	Reference	Voucher	Room	Charge	Credit	Balance
6/28/2019	Room Postings	Auto Posted		149	\$79.99		\$79.99
6/28/2019	Occupancy Fee	Auto Posted		149	\$2.00		\$81.99
6/29/2019	Direct Bill	Trans - To Account #317 SD DEPT OF HUMAN SERVICES		149		\$81.99	\$0.00
Balance							\$0.00

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Guest Charges

Folio #:	255447	Guest : SOLLARS, JAZE	Conf #:	196203
Room #:	147		CRS #:	BW 541021464-01
Payment Method :	Direct Bill	Company :	Arrival:	6/28/2019
Rate :		122 N WILLOW AVE	Departure:	6/29/2019
	6/28/2019	\$79.99		
		Pierre, SD 57501		

Date	Department	Reference	Voucher	Room	Charge	Credit	Balance
6/28/2019	Room Postings	Auto Posted		147	\$79.99		\$79.99
6/28/2019	Occupancy Fee	Auto Posted		147	\$2.00		\$81.99
6/29/2019	Direct Bill	Trans - To Account #317 SD DEPT OF HUMAN SERVICES		147		\$81.99	\$0.00
Balance							\$0.00

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